



STATE OF WISCONSIN
Department of Employee Trust Funds
David A. Stella
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931

1-877-533-5020 (toll free)
Fax (608) 267-4549
<http://etf.wi.gov>

CORRESPONDENCE MEMORANDUM

DATE: September 1, 2010

TO: Employee Trust Funds Board
Executive Committee
Budget and Operations Committee

FROM: Pam Henning, Administrator
Division of Management Services

SUBJECT: Update on the Move to the Department of Revenue Building

This memo is for informational purposes only. No Board action is required.

Background

In order to accommodate the additional positions the Department of Employee Trust Funds (ETF) received through the 2009-2011 biennial budget and the December and June s. 13.10 meetings, and to provide adequate space for future position growth, ETF obtained 14,785 square feet of lease space on the second floor of the Department of Revenue (DOR) building located on Rimrock Road in Madison. Our current lease at Ann Street will cease by November 1 after the movement of staff and removal of furniture and equipment is completed. Over 80 ETF employees will be relocated to the DOR building.

Details of Move

ETF facilities staff has been coordinating the DOR move logistics with the Department of Administration State Facilities staff over the past several months to ensure a smooth transition once the actual move occurs. Construction began on the second floor of the DOR building on August 2 and will be completed by October 1.

Reviewed and approved by Rhonda Dunn, Executive Assistant.

Rhonda Dunn 9-1-10
Signature Date

Board	Mtg Date	Item #
EXC	9.15.10	5A
BUD	9.16.10	2D
ETF	9.16.10	5C

ETF staff moving to DOR will attend training over four scheduled sessions in August and September to provide information on the DOR facility and parking, confidentiality and access to DOR records, logistics and amenities within the DOR building, and health and safety procedures. ETF facilities staff will also provide training on the procedures, timeline, and preparation for the actual move.

Staff will move to the DOR facility over a course of three days beginning on October 5 through October 7. On October 8, seven staff from the Insurance Services Division currently located at Ann Street will move back to the second floor of the Badger Road State Office Building. The portions of the divisions/offices moving to the DOR building include the following (numbers do not include contract staff or the Legislative Audit Bureau):

- Division of Retirement Services – 65 employees
 - Administrator (1 employee)
 - Policy and System Implementation Team (3 employees)
 - Member and Employer Services Bureau (33 employees)
 - Benefit Services Bureau (28 employees)
- Office of Budget and Trust Finance– 16 employees
 - Controller/Chief Trust Finance Officer (1 employee)
 - Deputy Controller (1 employee)
 - GAAP/Actuarial (3 employees)
 - WEBS Maintenance and Contributions Team (11 employees)

The remainder of the staff from the Division of Retirement Services and Office of Budget and Trust Finance will stay at the Badger Road State Office Building.

ETF Operations

The ETF business operations that reside at DOR will not require Wisconsin Retirement System (WRS) members to visit the DOR location. All WRS members will continue to receive their services at the Badger Road State Office Building. Therefore, the move to the DOR facility will not require communications with WRS members or employers.

In addition, ETF staff located at DOR are encouraged to utilize technology (e.g., speaker phones, new conference space) and other means, such as vacant work stations between meetings at either DOR or Badger Road, to limit any disruptions in day-to-day operations. ETF is researching other telecommunications options to minimize travel between facilities while maximizing staff efficiency.

If you have any questions, I will be available at the meeting.